ISTEP+ Barcode Labels (DOE-ISTEPBAR)   **Version 07.22.05**

The purpose of this data collection is to gather student information used to pre-print bar code labels to affix to the ISTEP+ exam during the 2005-2006 testing cycle. The bar code labels will help reduce the time requirements of the exam and will also ensure more accurate student information by helping to eliminate common bubbling errors related to the Student Information Questionnaire.

Audience

Public schools, accredited Nonpublic schools and Charter schools should report data for students taking the ISTEP+ exam in grades 3-10. The ISTEP+ Coordinator for your district should assist with the collection of the data and the sort selection of the labels.

Instructions

Complete a data file using the file layout given below. Include all students in your school(s) that you expect to be taking the ISTEP+ exam during the next testing cycle. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described. **In addition, students reported in this file must already have an existing STN number in the STN Lookup and data submitted in the Program and Services (DOE_PS) file for the August 2005 submission.**

The collection period will begin on **August 1, 2005** and last until **4:00 August 26, 2005**, which is the **final** date for submission. During this time you are required to submit the file to the Department of Education using the STN Application Center, check the processing results for errors, and check the reports in the message center for accuracy. If there are any errors or inaccuracies you may correct your data file and transmit the file again until 4:00 on August 26, 2005.

The signoff period for this collection begins on **August 22, 2005** and ends on **August 26, 2005**. During this period you and your *ISTEP+ Coordinator* are responsible to determine the sort order for the ISTEP+ labels to complete the signoff period. The labels will be printed and returned to the *ISTEP+ Coordinator* in the order selected. The ISTEP+ Barcode Labels Sort Selection can be found in the Application Center under Data Transfer. A sample of the results of the sort selection can be viewed immediately. Users with corporation logins can review the order selected for all schools in their corporation. The default sort order (indicated below by DEFAULT) will be automatically selected and used unless you choose sort numbers 2 or 3.
The 3 choices available for the sort order are:
1. Sort by school, teacher name or equivalent in field 3, student last name, student first name (DEFAULT)
2. Sort by school, grade, student last name, student first name (from the DOE-PS and DOE-STNLookup)
3. Sort by school, grade, teacher name or equivalent in field 3, student last name, student first name

ISTEP+ Bar Code Labels Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID **Required Field**: YES	School building where the student is enrolled.
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student **Required Field**: YES	
3	Teacher Name	30	**Allowable Characters Are:** 0 – 9, A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space **Required Field: NO**	This field is used for sorting the ISTEP labels. If you have sorting requirements that involve using the Teacher Name then this field MUST contain the teacher name or equivalent. A suggested format: Last Name then First Name **NOTE: No Comma allowed between names.**
4	Special Code R	1	Optional sort field for local use **Allowable Characters Are:** 0-9 Blank or Space = Not Coded **Required Field: NO**	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
5	Special Code S	1	Optional sort field for local use **Allowable Characters Are:** 0-9 Blank or Space = Not Coded **Required Field: NO**	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
6	Special Code T	1	Optional sort field for local use **Allowable Characters Are:** 0-9 Blank or Space = Not Coded **Required Field:** NO	For use by the local ISTEP+ test coordinator in order to facilitate additional sorting of the ISTEP test results.
7	Unassigned	20	Optional sort field for local use **Allowable Characters Are:** 0-9, A – Z, a-z Blank or Space = Not Coded **Required Field:** NO	For use by the local ISTEP test coordinator in order to facilitate additional sorting of the ISTEP test results beyond what is capable with the Special Codes R, S, and T.
8	English/Language Arts Accommodations	1	**Allowable Codes Are:** Y = Yes N = No Blank or Space = No **Required Field**: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in English/language arts that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.
9	Mathematics Accommodations	1	**Allowable Codes Are:** Y = Yes N = No Blank or Space = No **Required Field**: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in mathematics that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.
10	Science Accommodations	1	**Allowable Codes Are:** Y = Yes N = No Blank or Space = No **Required Field**: If the student is a Special Education Participant, has a Section 504 Plan, or is identified as LEP then this is a required field.	Was this student given any basic skills and/or applied skills testing accommodations in science that need to be reported? Only students with an IEP, Section 504 plan, or those identified as LEP, should be given accommodations.

References:

Programs and Services Data Layout (DOE-PS) – The students reported in the DOE-ISTEPBAR <u>MUST</u> have a DOE-PS record submitted along with this collection. The most current version should be used and at the time of this posting, it is DOE-PS Version 07.18.05.

STN Lookup Data Layout – MUST be submitted prior to this collection for students new to Indiana Education system.

ISTEP+ Info Center http://www.doe.state.in.us/istep/welcome.html

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

0001,000102001,Johnson Teacher,1,2,3,,N,N,N
0001,000199999,Johnson Teacher,1,2,3Something,,N,N,Y

Positional Format

```
          10        20        30        40        50        60        70        80        90       100       110       120       130       140       150       160
0001000102001Johnson Teacher           123                 NNN
0001000199999Johnson Teacher           123Something        NNY
```

E(x)tensible Markup Language (XML) Format

NOTE: All XML layouts require the Corporation ID, which is the state assigned corporation number. 8800 is example only.

```
<XIF_ISTEPData>
    <Corporation Id="8800">
        <School Id="0001">
            <Student STN="000102001">
                <SchoolUse  TeacherName="Johnson Teacher"
                 SpecialCodeR="1" SpecialCodeS="2" SpecialCodeT="3"
                 LanguageAccommodations="N" MathAccommodations="N" ScienceAccommodations= "N" />
            </Student>
            <Student STN="000199999">
                <SchoolUse StudentId="002012346" TeacherName="Johnson Teacher"
                 SpecialCodeR="1" SpecialCodeS="2" SpecialCodeT="3"
                 LanguageAccommodations="N" MathAccommodations="N" ScienceAccommodations="" Unassigned="Something" />
            </Student>
        </School>
    </Corporation>
<XIF_ISTEPData>
```

Change History

The following section contains a history of changes made to the ISTEP Data Layout from the prior version 09.17.04. It relates the current fields to their previous location.

Version Number	Notes
07.20.05	Due Dates changed. XML Tag StudentId removed. Audience section added. Signoff period added. Sort selection enhanced.
11.01.04	Incorporating data from the DOE-PS, specific fields omitted.

Version 11.01.04

Field Order	Fieldname Description	Previous Field Order Location	Notes
	Corporation/Diocese Number	1	Removed, collected on DOE-MF
1	School Number	2	No change
2	Student Test Number (STN)	3	No change
	Grade Level	4	Collected on DOE-PS
3	Teacher Name	5	No change
	Student Last Name	6	Removed, collected on STN-LOOKUP
	Student First Name	7	Removed, collected on STN-LOOKUP
	Student Middle Name / Middle Initial	8	Removed, collected on STN-LOOKUP
	Corporation Assigned Student ID	9	Removed, collected on DOE-PS
	Gender	10	Removed, collected on STN-LOOKUP
	Birth Date	11	Removed, collected on STN-LOOKUP
	Ethnicity	12	Removed, collected on STN-LOOKUP
4	Special Code R	13	No change
5	Special Code S	14	No change
6	Special Code T	15	No change
7	Unassigned	16	No change
	Special Education Participant	17	Removed, collected on DOE-PS
	Exceptionality	18	Removed, collected on DOE-PS
	Section 504 Plan	19	Removed, collected on DOE-PS
	Limited English Proficient (LEP, ESL, or ELL)	20	Removed, collected on DOE-PS
8	English/Language Arts Accommodations	21	No change
9	Mathematics Accommodations	22	No change
10	Science Accommodations	23	No change
	Socio-economic Status (SES)	24	Removed, collected on DOE-PS